

**READ THE FOLLOWING INSTRUCTIONS PRIOR TO SUBMITTING AN APPLICATION**  
**REVIEW CHAPTER 26, BUSINESS REGULATIONS IN ITS ENTIRETY**

**Itinerant Merchants**

1. The application must be completed in detail with the required information:
  - Applicant's full name and date of birth
  - Drivers license number \_\_\_\_\_ card or employer identification number, if applicant is not an individual.
  - Name of company applicant works for, if applicable.
  - Address of applicant or address of headquarters of non-individual applicant. If the applicant is not an individual, the state in which the entity is organized
  - Address where applicant is staying while in town.
  - Taxpayer Number issued by Texas Comptroller or Copy of Certification of Exemption.
  - Occupation in which applicant desires to engage and for which he desires a permit.
  - Full and complete description of the goods, wares, merchandise or other personal property or the services which the applicant desires to sell. This includes the grade, quality and character of the property or services.
  - Description and license number of all vehicles to be used.
  - Applicant's signature if an individual, or partner's signature if a partnership, by the president or vice-president if a corporation, or an authorized officer if an association (include title).
2. Attachments:
  - If the applicant is an individual working for a company, he/she shall provide a certificate or letter from the president, vice-president, general manager, sales manager, assistant sales manager, or district or area manager of the company, stating that the applicant is an employee and/or agent of such company.
  - Valid copy of sales and use tax permit.
  - List of all employees to be working as merchants and copies of driver's licenses.
  - Reference letter or report from Better Business Bureau or the Chamber of Commerce of the county in which the applicant resides or business is located.
  - Copy of 501C (3) if applicable.
3. Fees:
  - \$30 for permit
  - \$30 for each additional location

**Additional Information:**

- ❖ The name of the applicant and person signing the application must also be the same person reflected on reference letters and all documents submitted to the City Clerk.
- ❖ Allow at least 10 working days to process application.
- ❖ Sales or soliciting in public parks is not covered by this permit; you must contact Parks & Recreation at 761-7490.
- ❖ Other permits may be required from the Health Department, depending on merchandise being sold. Please contact them at 940-761-7800.

**ITINERANT MERCHANT APPLICATION**  
**City of Wichita Falls, Texas**

Date of Application: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Operation dates requested: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_

D.L. or I.D. # \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Company Headquarter address: \_\_\_\_\_

Local Address of Applicant: \_\_\_\_\_

Employer's Identification #: \_\_\_\_\_ Texas Taxpayer #: \_\_\_\_\_

Occupation you desire to engage in: \_\_\_\_\_

Give a complete description of merchandise, personal property, or services, which you desire to sell  
Including details of grade and character of the property or services to be sold:

\_\_\_\_\_  
\_\_\_\_\_

Description and License numbers of all vehicles to be used:

Year/Make/Model	Color	License & State
_____	_____	_____
_____	_____	_____

Address where temporary business will be conducted:

\_\_\_\_\_

THE APPLICATION SHALL BE SIGNED BY THE APPLICANT IF AN INDIVIDUAL, BY A PARTNER IF A PARTNERSHIP, BY THE PRESIDENT OR VICE-PRESIDENT IF A CORPORATION, OR BY AN AUTHORIZED OFFICER IF AN ASSOCIATION

**I herby declare that the above information is true to the best of my knowledge and belief.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

Fee: \$30.00 per location

\_\_\_\_\_  
Approval Date and Signature of City Clerk

Submit completed form to: City Clerk, Room 104, 1300 7<sup>th</sup> Street, Wichita Falls, TX 76307